

ENGINEERING, FACILITIES, EQUIPMENT AND PROCUREMENT

Facilities Management

1999 Joint Services Medical Facilities Management Symposium/American Society for Healthcare Engineering Annual Conference

Once again, the Air Force Medical Facilities Management Symposium will be held in conjunction with the ASHE annual conference and technical exhibition, and the Army, Navy and Department of Veterans Affairs Medical Facilities Management Symposia. The '99 Joint Services/VA Symposium/ASHE conference will be held at the Pennsylvania Convention Center in Philadelphia, Pennsylvania, 21-25 June 1999. Mark your calendars now.

The Joint Services Medical Facilities Management Symposium will start on Monday, 21 June 1999 at 0730. The Monday morning session is a Tri-Service/VA session. Mr. Hershel Gober, Deputy Secretary Veterans Affairs is the keynote speaker. Major General (Retired) Perry Smith is also speaking to the joint session. Monday afternoon the Services and VA break into service specific sessions. Major General Wyrick will be briefing the Air Force session. The ASHE annual conference starts on Monday evening at 1700 and runs through noon on Friday. There is a second Air Force session on Friday afternoon. This session will be devoted to the Joint Commission's Environment of Care standards with an optional session on Saturday. The optional session is highly encouraged for those facilities that have had in the past year a JCAHO survey and for those

facilities that have a survey in the next year. This session will be held at the Holiday Inn Independence Mall. The formal symposium concludes on Friday, 25 June 1999 at 1630.

Travel days will be on Sunday, 20 June 1999, and Saturday, 26 June 1999. For those of you staying for the JCAHO training on Saturday, 26 June 1999, do not schedule any departures prior to 1700, Eastern time. If you are only staying Monday through Friday you should not schedule your departure prior to 1800. The formal symposium will be five full days.

A copy of the registration package that was mailed to each facility management office is included at **Attachment 6. The registration deadline this year is 15 May.** Submit your registration information to Ms. Teri Baal. You can fax your registration to her at DSN 343-2557/2958 or commercial (301) 619-2557/2958 or mail to:

AFMLO/FOA

Attention: Teri Baal

1423 Sultan Drive, Suite 200

Fort Detrick, Maryland 21702-5006

Once again, AFMLO's plan is to centrally fund the registration fee for Air Force participants. While a limited number of funded training quotas (which will fully cover travel and per diem) will be available through AETC, the majority of attendees will be required to obtain local funding to pay for all travel and per diem costs. For this reason, you should submit a TDY request to the appropriate MTF office. (AFMLO/FOM-F, Maj Dick Hart, DSN 343-4081)

The Environment Of Care Session

The management of the Environment of Care (EOC) presents many challenges to you as facility managers, especially in making sure documentation is complete. Do the staff in your facilities understand their roles and responsibilities in the Environment of Care? Every once and a while we must take a breath and look at how we're doing. During 1998, 42 of the Air Force MTFs were surveyed by the JCAHO. All of these facilities were accredited by the JCAHO. For that everyone needs to congratulate themselves. But, at the same time everyone needs to look at not only the certificate that is now hanging in the main lobby of your facility, but also at what the JCAHO said about the facility. There are still significant EOC issues that need to be addressed. What we want to do is give you the specific knowledge to correct those write-ups. For some of you it has probably been a long time since you went through the basic facilities management course. And some of you may have gone through the course before there even was this entity called EOC. We are offering you an opportunity to get that refresher or hear it for the first time. On Friday, 25 June, as part of the Facilities Management Symposium and as an optional session on Saturday, 26 June, there is going to be EOC training. During this training, information will be presented covering the EOC standards, how to get ready for your upcoming or your next survey, and what write-ups are being found in the Air Force MTFs. But this training is much more than you having to sit and listen to someone tell you about EOC. We want those who have been through a survey to let your fellow FMers know what to expect. It is a chance to discuss the issues and what the surveyors were looking for. We hope you will take the opportunity to attend the complete EOC training session, both Friday and Saturday, the 25th and 26th. (AFMLO/FOM-F, Maj Dick Hart, DSN 343-4081)

Want To Get Recognized?

Have you developed some innovative management tools, techniques, or strategies for your Environment of Care (EOC) Program? Would you like to get recognition for your hard work and have your initiatives published and distributed throughout the Department of Defense healthcare system? Well here is your chance!

Simply submit a description of your initiative or sample documents of your management tools, techniques, or strategies to the address listed below. All inputs will be consolidated and presented at an EOC Program seminar at this year's Facility Management Symposium. Your name, facility, and a description of your innovation will be announced and/or published at the seminar. So if there are particular areas of your EOC Program that you are especially proud of, please consider submitting it.

As an example, descriptions can address any initiative to improve training programs, EOC/Safety Committee effectiveness, ICES/measurement strategies, incentive programs used to entice staff participation/compliance, program organization/continuity, management plans, etc. You can also submit descriptions of unique training instruments/documents/techniques such as EOC/safety newsletters, informational tri-fold brochures, EOC Puzzles, case studies documents, safety bulletin boards documents, Microsoft PowerPoint briefing files, the list is virtually endless.

We would also like to provide a file of sample EOC-related clip art so please consider submitting your EOC-unique clip art files. Finally, facilities that earned praise from JCAHO surveyors with any portion of your EOC Program will be highlighted. A profile of questions asked by specific JCAHO surveyors who inspected Air Force facilities during the past two years will also be provided. Feel free to suggest additional items you would like to add to this list.

Once again, if you want your facility and EOC Program recognized, submit your input by email, fax, or mail no later than 7 May 99 to:

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DSN 343-4035 FAX 343-2958 (301) 619-XXXX
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(AFMLO/FOM-C, Maj Michael Warwick, DSN 343-4035)

Quality Assurance

Food and Drug Administration (FDA) Recalls/Alert Notices

Attachment 2, paragraph 1, provides information on FDA medical equipment recalls and alerts. Personnel from clinical engineering, biomedical equipment maintenance, quality assurance, and safety should follow the guidance provided to ensure the effective maintenance and management of medical equipment. (AFMLO/FOM, Capt Paul Toth, DSN 343-7445)

WILLIAM H. HILL
Deputy Chief, Air Force Medical Logistics Office